

MEMORANDUM FOR: Executive Assistant, OC

FROM:

Chief, Support Services Division, OC

SUBJECT: New Building Plans and Requirements

REFERENCE: OC-M81-468, dtd 16 June 1981; same subject

1. The following information is keyed to your memorandum:

3.a.(1). No.

3.a.(2). No.

3.b. Support Services Division's ceiling for 1987 and circa 2000 should remain fairly static at the current ceiling of positions. An increase in personnel processing can be accomplished through enhanced technology in storing, receiving, manipulating and sending information.

3.c. Types and numbers of equipment required by 1987 and circa 2000 are:

Terminals - Twenty-two (22) on-line data terminals.

Printers - Five (5) high speed quality printers to receive computers printouts.

Wordprocessing

Equipment - Five (5) Agency standard standalone.

Telecopier

(facsimile) One (1) supported by cryptographic secure voice.

Silent 700 One (1) for on-line receipt of precedence cable traffic for OC Staffs and Divisions

Automated Printing and Reproduction System (APARS).

Secure Areas - (3)

One (1) vaulted-area for storing, processing, and controlling sensitive compartmented information; and OC pouch processing. (3000 sq. ft. min.)

One (1) secure area to contain OC personnel soft files (600 sq. ft. min.)

One (1) secure area to contain the OC Library. (800 sq. ft. min.)

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3.d. None.

2. If you have any questions or require additional information please contact

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